

August 11, 2003

REQUEST FOR PROPOSAL
for I-580 (Marin/Contra Costa) Corridor/Richmond-San Rafael Bridge
Bicycle and Pedestrian Access Study

Dear Consultant:

The Bay Area Toll Authority ("BATA") invites your firm to submit a proposal to assist with analyzing bicycle and pedestrian access alternatives in the I-580 corridor between Marin and Contra Costa Counties, including the Richmond-San Rafael Bridge.

This letter, together with its enclosures, comprises the Request for Proposal (RFP) for this project. Responses to the RFP should be submitted according to the instructions outlined herein.

Proposal Due Date

Interested firms must submit **5 hard copies** of their proposals no later than **3:00 p.m., Friday, September 12, 2003**. Proposals received after that date and time will not be considered.

Proposals will be considered firm offers to enter into a contract and perform the work described in this RFP for a period of one hundred twenty (120) days from their submission.

Point of Contact

Proposals and all inquiries relating to this RFP shall be submitted to the Project Manager at the address shown below. For telephone inquiries, call (510) 464-7794. E-mail inquiries may be directed to dkimsey@mtc.ca.gov.

Doug Kimsey, Project Manager
Metropolitan Transportation Commission (MTC)/BATA
Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4707
Fax: (510) 464-7848

Background

The Bay Area Toll Authority (BATA) administers, programs and allocates revenues from the base toll levied on the seven state-owned toll bridges: Antioch, Benicia-Martinez, Carquinez, Dumbarton, Richmond-San Rafael, San Francisco-Oakland Bay and San Mateo-Hayward. The \$1 seismic surcharge is administered and managed by the California Department of Transportation (Caltrans). Its governing board is MTC, which is the regional transportation planning agency for the nine-county San Francisco Bay Area.

As part of the permit condition for the Richmond-San Rafael Bridge (RSRB) seismic upgrade, the San Francisco Bay Conservation and Development Commission (BCDC) committed Caltrans to conduct a RSRB bicycle/pedestrian access feasibility study, which was completed in December 1998. Caltrans subsequently concluded that a new separated bicycle/pedestrian facility was the preferred bridge access option; however, due to the high project cost and funding unavailability, this option has not been pursued.

The 1998 study also cited deficiencies in available data that precluded definitive safety analyses associated with bicycle/pedestrian use of freeway and toll bridge facilities. To address these deficiencies, Caltrans commissioned the Mineta Transportation Institute to evaluate bicycle/pedestrian use of freeways, expressways, toll bridges, and tunnels. Caltrans found the Mineta report to be inconclusive on shared use safety concerns.

BATA, in cooperation with Caltrans, has agreed to fund a Project Initiation Document (PID) to develop options to improve bicycle/pedestrian access in the I-580 corridor and on the RSRB.

Scope of Work, Schedule and Budget

A preliminary scope of work is set out in *Appendix A*, which describes the specific tasks and deliverables under this RFP. We expect the work for this effort to be substantially completed in approximately **9 months** from the time that a contract is executed, in general accordance with the proposed schedule at the end of *Appendix A*.

The maximum amount available for this contract is \$500,000.

Proposers' Conference

A proposers' conference will be held at **10:00 a.m. on Thursday, August 28, 2003 in the MTC 3rd Floor Fishbowl Conference Room**, at 101 Eighth Street, Oakland (across from the Lake Merritt BART Station). To receive any addenda to this RFP that may be issued by BATA, proposers must either attend the proposers' conference or submit to the Project Manager a written request to receive addenda no later than **the date and time of the Proposer's Conference**.

Proposal Evaluation

Proposals will be evaluated in accordance with the evaluation factors listed in *Section IV* of the RFP.

BATA reserves the right to accept or reject any or all proposals submitted, waive minor irregularities in proposals, request additional information or revisions to offers, and to negotiate with any or all proposers. Any contract award will be to the firm that presents the proposal that, in the opinion of BATA, is the most advantageous to BATA, based on the evaluation criteria in Section IV.

Consultant Selection Timetable

10:00 a.m. on Thursday, August 28, 2003	Proposers' Conference in MetroCenter, MTC 3 rd Floor conference room
3:00 p.m., Friday, September 12, 2003	Closing time/date for receipt of proposals
Week of September 22, 2003	Interviews (if required)
October 8, 2003	BATA Oversight Committee Review
October 31, 2003 (approximate)	Execution of contract

General Conditions

All materials submitted by proposers are subject to public inspection under the California Public Records Act (Government Code § 6250 *et seq.*), unless exempt.

A synopsis of BATA contract provisions is enclosed for your reference as *Appendix D*. Particular attention should be paid to the insurance and indemnification provisions contained in *Appendix D*.

Please note that, if selected, the consultant will be required to obtain and maintain at its own expense the following types of insurance for the duration of this agreement: (1) Worker's Compensation Insurance, as required by the laws of California, and Employer's Liability Insurance in an amount no less than \$1,000,000; (2) Commercial General Liability Insurance with a combined single limit of not less than \$1,000,000 for injury to any one person and for any one occurrence, with a \$2,000,000 general Trip aggregate; and (3) Automobile Liability Insurance in an amount no less than \$1,000,000. These policies will contain certificates to include BATA, its Commissioners, officers, representatives, agents and employees as additional insureds. Also, the policies must specify that such insurance is primary and that no BATA insurance will be called on to contribute to a loss. Any objections to the insurance requirements must be brought to BATA's attention prior to the due date for proposals; otherwise, compliance with the insurance requirements will be assumed.

Authority to Commit MTC

The Executive Director of BATA will recommend the successful proposer to the BATA Oversight Committee, which will commit BATA to the expenditure of funds in connection with this RFP.

Thank you for your participation.

Sincerely,

Ann Flemer
Deputy Executive Director, Operations

AF:DK

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REQUEST FOR PROPOSALS

to the

BAY AREA TOLL AUTHORITY

for

I-580 (Marin/Contra Costa) Corridor/Richmond-San Rafael Bridge
Bicycle and Pedestrian Access Study

August 11, 2003

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700

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I. BACKGROUND & PROJECT DESCRIPTION

A. Background

The Bay Area Toll Authority (BATA) administers, programs and allocates revenues from the base toll levied on the seven state-owned toll bridges: Antioch, Benicia-Martinez, Carquinez, Dumbarton, Richmond-San Rafael, San Francisco-Oakland Bay and San Mateo-Hayward. The \$1 seismic surcharge is administered and managed by the California Department of Transportation (Caltrans). Its governing board is MTC, which is the regional transportation planning agency for the nine-county San Francisco Bay Area.

As part of the permit condition for the Richmond-San Rafael Bridge (RSRB) seismic upgrade, the San Francisco Bay Conservation and Development Commission (BCDC) committed Caltrans to conduct a RSRB bicycle/pedestrian access feasibility study, which was completed in December 1998. Caltrans subsequently concluded that a new separated bicycle/pedestrian facility was the preferred bridge access option; however, due to the high project cost and funding availability, this option has not been pursued.

The 1998 study also cited deficiencies in available data that precluded definitive safety analyses associated with bicycle/pedestrian use of freeway and toll bridge facilities. To address these deficiencies, Caltrans commissioned the Mineta Transportation Institute to evaluate bicycle/pedestrian use of freeways, expressways, toll bridges, and tunnels. Caltrans found the Mineta report to be inconclusive on shared use safety concerns.

BATA, in cooperation with Caltrans, has agreed to fund a Project Initiation Document (PID) to develop options to improve bicycle/pedestrian access in the I-580 corridor and on the RSRB.

B. Project Description

The primary purpose of this project is to develop feasible and safe alternatives for bicycle and pedestrian access in the I-580 corridor between Marin and Contra Costa counties, including the RSRB.

In determining feasibility, considerations must include, but not be limited to:

- safety impacts to the traveling public (including motorist, bicyclist and pedestrian)
- cost
- freeway operational and capacity impacts
- safe daily operations and maintenance of the RSRB

Feasible alternatives are to be defined, scoped and cost estimated. RSRB access alternatives would include use of the existing bridge structure, construction of a new structure, and transit options (e.g. fixed route bus, shuttles, demand-response, ferry).

II. SCOPE OF WORK, SCHEDULE AND BUDGET

The preliminary scope of work for the project is provided in *Appendix A*. The consultant will be expected to perform all work and analysis necessary to complete the workscope.

In summary, the tasks to be carried out by the consultant include those listed below. Percentages are given to indicate the relative level of consultant effort anticipated; this information is intended as a rough guideline and may be revised in the consultant's proposal.

1. Develop Detailed Work Program and Schedule (5%)
2. Data Collection/Current Conditions (10%)
3. Analyze Future Travel Impacts/Corridor Operational Analysis (20%)
4. Prepare Definition of Preliminary Alternatives (5%)
5. Evaluation/Screening of Candidate Improvements (10%)
6. Detailed Evaluation of Corridor Improvement Strategies (35%)
7. Committee Support/Public Outreach (5%)
8. Project Initiation Document (10%)

All work under the contract is expected to be completed within **9 months** of signing a contract. This effort will be funded by toll bridge funds.

The maximum amount available for this contract is \$500,000.

III. FORM OF PROPOSAL

Proposers must submit **5 hard copies** of their proposal by **3:00 p.m., Friday, September 12, 2003** to be considered.

In furtherance of BATA's resource conservation policy, proposers are asked to print proposals back to back and are encouraged to use recycled paper for all proposals and reports.

Proposal content and completeness are most important. Although no page limitation will be imposed, clarity is essential and will be considered in assessing the proposers' capabilities. Each proposal should include:

A. Transmittal Letter

A transmittal letter signed by an official authorized to solicit business and enter into contracts for the firm. The transmittal letter should include the name and telephone number of a contact person, if different from the signator. The transmittal letter should also include a statement that the proposal is a binding offer to contract in accordance with the terms of this RFP for one hundred twenty (120) days from the date of submission.

B. Title Page

The title page should show the RFP subject, the name of the proposer's firm, local address, telephone number, name of contact person, and the date.

C. Table of Contents

The table of contents should include a clear identification of the material by section and page number.

D. Overview and Summary

This section should clearly convey the consultant's understanding of the nature of the work and the general approach to be taken. It should include, but not be limited to, the following:

1. a discussion of the purpose of the project;
2. a summary of proposed approach; and
3. the assumptions made in selecting the approach.

E. Detailed Work Plan

1. Discuss how the consultant will conduct each task of the project, identify deliverables, and propose a preliminary schedule. The description of the proposed approach to performing the project should fully discuss the tasks in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks, subtasks, and important milestones. The selected consultant, in consultation with BATA staff, will develop a final work plan and schedule.
2. Provide a detailed staffing plan for each task and subtask of the work. Identify all staff by name and the specific tasks for which each individual will be responsible.
3. Describe approach to managing resources and quality results, including a description of the role of any subcontractors, their specific responsibilities, and how their work will be supervised. Describe response mechanisms for dealing with problems and BATA concerns.

F. Qualifications and References

1. Provide one-page resumes for each staff person assigned to the project, summarizing the individual's training and experience relevant to this project. Include resumes for key subcontractor personnel, as well.
2. Provide a brief description (one page maximum) of any previous projects similar to the services requested, indicating the project title, timing, budget, sponsoring agency or firm and sponsor project manager, and roles played by individuals proposed for this study. Please include the name of the contact person, agency for whom the work was performed, telephone number, and year that the work was done. References may be checked for one or more of the final candidates.

3. List any contracts with BATA or MTC entered into by the consultant or any of its subconsultants in the past three years, including a brief description of the scope of work, the contract amount and date of execution.
4. Provide at least one sample of a written report prepared by key members of the consultant team, identifying the authors. Only one copy is required, and the sample will be returned after proposal evaluation, upon request. Preferably submit reports on projects similar to the services requested in this RFP.

G. Budget

Provide a full description of the expected expenditures of funds for each phase of the work described in this RFP. The budget should include, but not be limited to, a task budget and a line item budget, with billing rates.

1. The task budget should present a breakdown of hours and expenses by task. It should identify or refer to key personnel or job descriptions in relation to each task to provide a full explanation of the resources committed to the project.
2. The line item budget should present a breakdown of costs by cost categories, including billing rates for key personnel and job classifications. The line item budget should be set forth on the Cost and Price Analysis Form attached hereto as *Appendix B* to this RFP. A line item budget should also be submitted for proposed sub-consultants with contracts estimated to exceed \$25,000.

H. California Levine Act Statement

Submit a signed Levine Act statement (*Appendix C*).

IV. PROPOSAL EVALUATION

The Project Manager will conduct an initial review of the proposals for general responsiveness.¹

Responsive proposals will be evaluated by a panel of MTC staff and representatives from partner transportation agencies, based on the following criteria, listed in order of relative importance:

- Individual project staff and firm qualifications and experience in the following areas: multi-modal planning analyses, bicycle/pedestrian facility design, working with MTC's regional travel demand model, freeway operational analyses, transportation project cost estimating (including experience with large bridges), and working with bicycle/pedestrian advocacy groups.
- Approach to conducting and completing the project, including but not limited to: understanding of the purpose and requirements of the project; proposed work plan and

¹ Any proposal that does not include enough information to permit the evaluators to rate the proposal in any one of the evaluation areas will be considered non-responsive. A proposal that fails to include one or more items requested in Section III, Form or Proposal, may be considered responsive if evaluation in every category is possible.

schedule; strategy for managing resources, including subcontractors' personnel and project output

- Resource allocation (personnel and expenditures), in terms of quality and quantity, to key tasks, including the hours and appropriateness of personnel assigned to each task;
- Cost effectiveness; and
- Writing ability.

The panel will rank proposers, and short-listed proposers may be interviewed. References may be checked for one or more of the short-listed proposers prior to final evaluation. The Project Manager will then recommend a consultant to the Executive Director. If approved by the Executive Director, the recommendation will be presented to the BATA Oversight Committee for approval.

BATA reserves the right to select a consultant based solely on written proposals and not convene oral interviews. Further, BATA reserves the right to accept or reject any and all submitted proposals, to waive minor irregularities, and to request additional information from the proposers at any stage of the evaluation.

V. GENERAL CONDITIONS

A. Limitations

This request for proposal (RFP) does not commit BATA to award a contract or to pay any costs incurred in the preparation of a proposal in response to this RFP.

B. Award

Any award made will be to the consultant whose proposal is most advantageous to BATA based on the evaluation criteria outlined above.

C. Binding Offer

A signed proposal submitted to BATA in response to this RFP shall constitute a binding offer from consultant to contract with BATA according to the terms of the proposal for a period of one hundred twenty (120) days after its date of submission, which shall be the date proposals are due to BATA.

D. Contract Arrangements

The selected consultant will be expected to execute a contract similar to BATA's Standard Consultant Agreement, which is summarized in *Appendix D, Synopsis of BATA's Standard Consultant Agreement*. Particular attention should be paid to MTC's insurance and indemnification requirements. A copy of the standard agreement may be obtained from the Project Manager. **If a proposer wishes to propose a change to any provision in the standard agreement, the provision and the proposed alternative language must be specified in the**

proposal submitted in response to this RFP. Submission of a proposal without the requested changes shall be deemed acceptance of the standard agreement's terms and conditions.

The contract payment terms will be lump sum (firm fixed price) with payment made on the basis of receipt by BATA of satisfactory deliverables.

E. Selection Disputes

A proposer may object to a provision of the RFP on the grounds that it is arbitrary, biased, or unduly restrictive, or to the selection of a particular consultant on the grounds that BATA procedures, the provisions of the RFP or applicable provisions of federal, state or local law have been violated or inaccurately or inappropriately applied by submitting to the Project Manager a written explanation of the basis for the protest:

- 1) no later than one week prior to the date proposals are due, for objections to RFP provisions; or
- 2) within three (3) working days after the date on which contract award is authorized or the date the proposer is notified that it was not selected, whichever is later, for objections to consultant selection.

Except with regard to initial determinations of non-responsiveness, the evaluation record shall remain confidential until the BATA Oversight Committee authorizes award.

In the case of protests of contract award, the protesting proposer has up to five (5) calendar days after submission of a protest to review the record and supplement its protest. Protests of recommended awards must clearly and specifically describe the basis for the protest in sufficient detail for the BATA review officer to recommend a resolution to the BATA Executive Director.

The BATA Executive Director will respond to the protest in writing, based on the recommendation of a staff review officer. Authorization to award a contract to a particular firm by BATA's Oversight Committee shall be deemed conditional until the expiration of the protest period or, if a protest is filed, the issuance of a written response to the protest by the Executive Director.

Should the protesting proposer wish to appeal the decision of the Executive Director, it may file a written appeal with the BATA Oversight Committee, no later than three (3) working days after receipt of the written response from the Executive Director. The Oversight Committee's decision will be the final agency decision.

F. Public Records

This RFP and any material submitted by a proposer in response to this RFP are subject to public inspection under the California Public Records Act (Government Code § 6250 *et seq.*), unless exempt by law. Proposals will remain confidential until the BATA Oversight Committee has authorized award.

APPENDIX A SCOPE OF WORK

The primary purpose of this project is to develop feasible and safe alternatives for bicycle and pedestrian access in the I-580 corridor between Marin and Contra Costa counties, including the Richmond-San Rafael Bridge (RSRB). In determining feasibility, considerations must include, but not be limited to, safety impacts to the traveling public (including motorist, bicyclist and pedestrian), cost, freeway operational and capacity impacts, and safe daily operations and maintenance of the RSRB. Feasible alternatives are to be defined, scoped and cost estimated. RSRB access alternatives would include use of the existing bridge structure, construction of a new structure, and transit options (e.g. fixed route bus, shuttles, demand-response, ferry).

Consultant will be managed by BATA in partnership with Caltrans and Alameda and Contra Costa County Congestion Management Agencies (CMAs). A Technical Advisory Committee (TAC), consisting of bicycle/pedestrian advocates, BATA, Caltrans, Bay Conservation and Development Commission, Association of Bay Area Governments, California Highway Patrol and CMA staff, will provide input and review on study deliverables. The final deliverable would be the development of a Project Initiation Document (PID) consistent with Caltrans guidelines.

The services to be performed by Consultant shall consist of services requested by the Project Manager or a designated representative including, but not limited to, the following (a general guideline for resource allocation is shown in parentheses):

Task 1 Develop Detailed Work Program and Schedule (5%)

BATA will be responsible for overall project management. The Consultant will develop a detailed work program refining the scope of work, work tasks, products and work schedule. The Work Program shall include details of methodology, expected sequence of tasks, subtasks and important milestones. The Consultant will identify graphically the geographic sphere of influence in the study scope, showing area boundaries at both ends of the RSRB.

The schedule shall identify target dates for completion of work tasks and Deliverables. A preliminary schedule is included at the end of Appendix A. Adequate time should be allowed for review of deliverables by Project Manager and Technical Advisory Committee.

Deliverable: Detailed work program and schedule.

Task 2 Data Collection/Current Conditions (10%)

Consultant will collect the following data to assess existing corridor conditions:

- Assess and inventory previous reports, including *Richmond-San Rafael Bridge Public Access Feasibility Study (December 1998)* and *Statewide Study of Bicycles and Pedestrians on*

Freeways, Expressways, Toll Bridges and Tunnels (September 2001). The assessment would describe any outstanding issues raised in these reports and update information as appropriate.

- Describe RSRB maintenance activities and rehabilitation needs
- Provide examples of and experience with other separated and non-separated bicycle/pedestrian facilities on multi-lane bridges; include a summary of relevant Caltrans highway and bicycle design criteria and standards
- Marin/Contra Costa I-580 traffic conditions on freeways and major arterials
- Describe existing and planned corridor transit services and park and ride lots
- Identify existing and proposed bicycle facilities and major recreational trails serving the Marin/Contra Costa I-580 corridor
- Assess existing bicycle use in corridor

Deliverable: Existing Corridor Conditions Report.

Task 3 Analyze future travel impacts/corridor operational analysis (20%)

This is a key task to determine the short-and long-term need for a third traffic lane across the RSRB. Consultant will analyze changes in the location of freeway bottlenecks, length and duration of queues, merging/weaving conditions, etc. Similarly, changes in traffic volumes, travel times, and level of service on key arterials would be assessed.

Task 3.1: Analyze future travel impacts

Assess MTC's current travel demand forecasts for the years 2010 and 2025 and compare to current traffic counts available for the corridor. Determine if any adjustments would be needed to the forecasts before conducting detailed corridor operational analysis in Task 3.2.

Task 3.2: Conduct operational analysis of corridor

Using the MTC forecasts results, Consultant will analyze changes in the location of freeway bottlenecks, length and duration of queues, merging/weaving conditions, HOV use, freight operations, etc. Similarly, changes in traffic volumes, travel times, and level of service on key arterials would be assessed.

As part of this analysis, the Consultant will identify bridge and associated roadway improvements (e.g. approaches, interchanges) necessary to accommodate a third traffic lane across the RSRB; the Consultant will also provide costs and a construction schedule for these improvements.

Deliverable: Corridor Operational Analysis Report.

Task 4 Prepare Definition of Preliminary Alternatives (5%)

Through TAC input and information developed in Tasks 2 and 3, Consultant will identify and report on a full range of interim and permanent potential corridor bicycle/pedestrian access

strategies. These strategies will then undergo further testing and evaluation (see Tasks 5 & 6). Alternatives would include, but not be limited to the following:

1. Use of existing bridge deck: provide bicycle and pedestrian access on the existing deck with and without a solid barrier separating a new path from existing traffic lanes
2. Separate new path: provide bicycle and pedestrian access by constructing a new separated facility by combination of cantilever, hanging, and/or detached structure
3. Bicycle/pedestrian access via transit: provide assessment of existing and proposed new corridor transit service to provide bicycle/pedestrian access across the bridge.

Projects should be defined as near-, mid- and long-term strategies and categorized as low-, medium- and high-cost options.

Deliverable: Definition of Potential Corridor Improvements Report

Task 5 Evaluation/Screening of Candidate Improvements (10%)

Under this task, Consultant will provide a preliminary assessment of the candidate corridor improvement strategies developed in Task 4 in order to better focus the remainder of the study effort. An evaluation methodology will be developed by Consultant and additional information generated about candidate improvements where necessary. Evaluation criteria could include, but not be limited to:

- Safety considerations/liability concerns
- Linkage to other existing and proposed trails/paths/bicycle routes and lanes near the project area and the RSR Bridge
- Ability to generate additional bicycle/pedestrian use
- Impact to bridge maintenance activities
- Constructability/engineering issues
- Construction schedules
- Seismic/loading concerns
- Enforcement issues
- Agency support

Deliverable: Evaluation and Screening Report

Task 6 Detailed Evaluation of Corridor Improvement Strategies (35%)

The overall objective of this task is to conduct detailed evaluation of corridor improvements strategies recommended in Task 5. The detailed evaluation shall include the following tasks:

Task 6.1: Develop detailed cost estimates

Consultant will prepare cost estimates for all improvements selected for further study in Task 5. Cost estimates should include capital costs (construction, support, contingency,

escalation, etc.), annual operating and maintenance costs, and life cycle costs (capital and operating cost over the useful life of the facility or service). Transit costs will include a review of the impact of additional costs on the transit operator's financial capacity. Sound cost estimates for bicycle/pedestrian facilities on the RSR Bridge are a crucial part of this task. Cost estimates for new structures should take into account experience from recent bridge construction projects, Caltrans' Division of Structures estimate from the *Richmond-San Rafael Bridge Public Access Feasibility Study*, and knowledge of structural issues related to the RSRB itself.

Task 6.2: Conduct Preliminary Environmental Impact Evaluation

Under this task, Consultant will determine potential impacts of proposed bridge access improvements on the RSRB on the environment and assess their degree of significance (e.g. air quality, noise, plants and wildlife, visual, etc.) consist with Caltrans guidelines.

Task 6.3: Review results of analysis and conduct additional work as necessary

Under this task, Consultant will assimilate all of the above information and the opportunity to perform additional work that may be requested by participating agencies or as the result of further public input. The Consultant will use this additional information to develop study recommendations.

Deliverables: Summary Evaluation Report

Task 7. Committee Support/Public Outreach (5%)

Public input will be received at various policy and technical meetings held over the course of the work, and Consultant will be expected to provide written summaries of such meetings.

Deliverables: Outreach materials, facilitated meetings (maximum of 15), and meeting summaries

Task 8. Project Initiation Document (10%)

Consultant will prepare a Project Initiation Document consistent with Caltrans guidelines (see the Department's Project Development Procedures Manual). The PID would include Purpose and Need statement and summarize the various work products. The most important aspect of the PID will be to layout the project scope, cost, schedule, effectiveness, and funding options for the recommended alternative(s).

Deliverables: PID.

Proposed Study Schedule:

Deliverable, #	Completion Date
1. Detailed Work Plan and Schedule	November 21, 2003
2. Data Collection/Current Conditions	January 10, 2004
3. Corridor Operational Analysis Report	March 31, 2004
4. Definition of Potential Corridor Improvements Report	April 30, 2004
5. Evaluation and Screening Report	May 31, 2004
6. Summary Evaluation Report	June 30, 2004
7. Outreach materials, facilitated meetings (maximum of 15), and meeting summaries	Ongoing
8. Project Initiation Document	July 31, 2004

APPENDIX B

COST AND PRICE ANALYSIS FORM

COST AND PRICE ANALYSIS - RESEARCH AND DEVELOPMENT CONTRACTS				
			PURCHASE REQUEST NUMBER	
NAME AND ADDRESS OF OFFERER		TITLE OF PROJECT		
DETAIL DESCRIPTION		ESTIMATED HOURS	RATE/HOUR	TOTAL ESTIMATED COST (Dollars)
1. DIRECT LABOR(Specify)				
TOTAL DIRECT LABOR				
2. BURDEN (Overhead-specify) Dept. or Cost Center		Burden Rate	X BASE	BURDEN (\$)
TOTAL BURDEN				
3. DIRECT MATERIAL				
TOTAL MATERIAL				
4. SPECIAL TESTING (Including field work at Government installations)				
TOTAL SPECIAL TESTING				
5. SPECIAL EQUIPMENT (If direct charge - specify in Exhibit B on reverse				
6. TRAVEL (If direct charge)				
a. TRANSPORTATION				
b. PER DIEM OR SUBSISTENCE				
TOTAL TRAVEL				
7. CONSULTANTS (Identify - purpose - rate)				
TOTAL CONSULTANTS				
8. SUBCONTRACTORS (Specify in Exhibit A on reverse)				
9. OTHER DIRECT COSTS (Specify in Exhibit B on reverse - explain royalty costs, if any)				
10. TOTAL DIRECT COST AND BURDEN				
11. GENERAL AND ADMINISTRATIVE EXPENSE (Rate % of item nos.)				
12. TOTAL ESTIMATED COST				
13. FIXED FEE OR PROFIT (State basis for amount in proposal)				
14. TOTAL ESTIMATED COST AND FIXED FEE OR PROFIT				

15. OVERHEAD RATE AND GENERAL AND ADMINISTRATIVE RATE INFORMATION				
A. GOVERNMENT AUDIT PERFORMED		DATE OF AUDIT	ACCOUNTING PERIOD COVERED	
B. NAME AND ADDRESS OF GOVERNMENT AGENCY MAKING AUDIT		C. DO YOUR CONTRACTS PROVIDE NEGOTIATED OVERHEAD RATES? () NO () YES (IF YES, NAME AGENCY NEGOTIATING RATES)		
D. (If no Government rates have been established, furnish the following information)				
DEPARTMENT OR COST CENTER	RATE	TOTAL INDIRECT EXPENSE POOL		BASE FOR TOTAL
16. EXHIBIT A - SUBCONTRACT COSTS (If more space needed, use blank sheets, identify item number)				
NAME AND ADDRESS OF SUBCONTRACTOR(S)	SUBCONTRACTED WORK	SUBCONTRACT		
		TYPE	AMOUNT	
TOTAL				
17. EXHIBIT B - OTHER DIRECT COSTS (If more space needed, use blank sheets, identify item number)				
TOTAL				
NO. OF CONTRACTOR EMPLOYEES:		STATE INCORPORATED IN:		
[] 500 AND UNDER [] OVER 500				
[] OVER 750 [] OVER 1,000				
DATE	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE OF CONTRACTOR			

APPENDIX C

CALIFORNIA LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the “Levine Act,” precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than \$250 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

BATA’s commissioners include:

Tom Ammiano
Tom Azumbrado
James T. Beall, Jr.
Irma L. Anderson
Mark DeSaulnier
Bill Dodd
Dorene M. Giacomini

Scott Haggerty
Barbara Kaufman
Steve Kinsey
Sue Lempert
John McLemore

Michael D. Nevin
Jon Rubin
Bijan Sartipi
James P. Spering
Pamela Torliatt
Sharon Wright
Shelia Young

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than \$250 to any BATA commissioner in the 12 months preceding the date of the issuance of this request for qualifications?

___ YES ___ NO

If yes, please identify the commissioner: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than \$250 to any BATA commissioners in the three months following the award of the contract?

___ YES ___ NO

If yes, please identify the commissioner: _____

Answering yes to either of the two questions above does not preclude BATA from awarding a contract to your firm. It does, however, preclude the identified commissioner(s) from participating in the contract award process for this contract.

DATE

(SIGNATURE OF AUTHORIZED OFFICIAL)

(TYPE OR WRITE APPROPRIATE NAME, TITLE)

(TYPE OR WRITE NAME OF COMPANY)

APPENDIX D

SYNOPSIS OF PROVISIONS IN BATA'S STANDARD CONSULTANT AGREEMENT

In order to provide bidders with an understanding of some of BATA's standard contract provisions, the following is a synopsis of the major requirements in our standard agreement for professional services. A copy of BATA's standard agreement may be obtained from the Project Manager for this RFQ/RFP.

Termination: BATA may, at any time, terminate the Agreement upon written notice to Consultant. Upon termination, BATA will reimburse the Consultant for its costs for incomplete deliverables up to the date of termination. Upon payment, BATA will be under no further obligation to the Consultant. If the Consultant fails to perform as specified in the agreement, BATA may terminate the agreement for default by written notice, and the Consultant is then entitled only to compensation for costs incurred for work products acceptable to BATA, less the costs to BATA of rebidding.

Insurance Requirement: You agree to obtain and maintain at your own expense the following types of insurance for the duration of this agreement: (1) Worker's Compensation Insurance, as required by the law, and Employer's Liability Insurance in an amount no less than \$1,000,000; (2) Commercial General Liability Insurance with a combined single limit of not less than \$1,000,000 for injury to any one person and for any one occurrence; and (3) Automobile Liability Insurance in an amount no less than \$1,000,000. These policies will contain an endorsement to include BATA, its Commissioners, officers, representatives, agents and employees as additional insureds. Also, the endorsement must specify that such insurance is primary and that no BATA insurance will be called on to contribute to a loss. Certificates of insurance verifying the coverages and the required endorsements and signed by an authorized representative of the insurer must be delivered to BATA prior to issuance of any payment under the Agreement by BATA.

Independent Contractor: Consultant is an independent contractor and has no authority to contract or enter into any other agreement in the name of BATA. Consultant shall be fully responsible for all matters relating to payment of its employees including compliance with taxes.

Indemnification: Consultant agrees to defend, indemnify and hold BATA harmless from all claims, damages, liability, and expenses resulting from any act or omission of Consultant in connection with the agreement. Consultant agrees to defend any and all claims, lawsuits or other legal proceedings brought against BATA arising out of Consultant's acts or omissions. The Consultant shall pay the full cost of the defense and any resulting judgments.

Data Furnished by BATA: All data, reports, surveys, studies, drawings, software (object or source code), electronic databases, and any other information, documents or materials ("BATA Data") made available to the Consultant by BATA for use by the Consultant in the performance of its services under this Agreement shall remain the property of BATA and shall be returned to BATA at the completion or termination of this Agreement. No license to such MTC Data, outside of the Scope of Work of the Project, is conferred or implied by the Consultant's use or possession of such BATA Data. Any updates, revisions, additions or enhancements to such BATA Data made by the Consultant in the context of the Project shall be the property of BATA.

Ownership of Work Product: All data, reports, surveys, studies, drawings, software (object or source code), electronic databases, and any other information, documents or materials (“Work Product”) written or produced by the Consultant under this Agreement and provided to BATA as a deliverable shall be the property of BATA. Consultant will be required to assign all rights in copyright to such Work Product to BATA.

Personnel and Level of Effort: Personnel assigned to this Project and the estimated number of hours to be supplied by each will be specified in an attachment to the Agreement. No substitution of personnel or substantial decrease of hours will be allowed without prior written approval of BATA.

Subcontracts: No subcontracting of any or all of the services to be provided by Consultant shall be allowed without prior written approval of BATA. BATA is under no obligation to any subcontractors.

Consultant's Records: Consultant shall keep complete and accurate books, records, accounts and any and all work products, materials, and other data relevant to its performance under this Agreement. All such records shall be available to BATA for inspection and auditing purposes. The records shall be retained by Consultant for a period of not less than four (4) years following the fiscal year of the last expenditure under this Agreement.

Prohibited Interest: No member, officer or employee of BATA can have any interest in this agreement or its proceeds and Consultant may not have any interest which conflicts with its performance under this Agreement.

REQUEST FOR PROPOSAL/
APPROVAL SHEET

AGENCY (MTC/MTC SAFE/BATA):	<u>BATA</u>		
PROJECT TITLE:	<u>I-580 Corridor/Richmond-San Rafael Bridge Bicycle & Pedestrian Access Study</u>		
FISCAL YEAR(S):	<u>FY 2003 – 04</u>	WORK ITEM #:	<u>1253</u>
BUDGET AMOUNT:	<u>\$500,000</u>	FUNDING SOURCE:	<u>Bridge tolls</u>
ADDENDUM NO.:	<u>N/A</u>		
REVIEW COMMITTEE:	<u>Oversight</u>	APPROVAL DATE:	<u>10/8/03</u>

(MTC Admin./SAFE Operations/BATA Oversight)

Project Manager is responsible for providing all the above information, for securing all signatures below before the Executive Director signs the RFP/RFQ/SOQ, for providing the Office of the General Counsel with a copy of the final RFP/RFQ/SOQ, and for keeping this signature sheet with a copy of the RFP/RFQ/SOQ in the project files. This sheet must accompany all RFPs circulated in-house for review and approval.

REVIEW LIST

Project Manager:	<u>Doug Kimsey</u>	Date:	<u></u>
Section Manager:	<u>Rod McMillan</u>	Date:	<u></u>
Work Program Coordinator:	<u>Sara MacKusick¹</u>	Date:	<u></u>
DBE Liaison: (Federal funding only)	<u>N/A</u> <u>Teri Green</u>	Date:	<u></u>
Office of the General Counsel:	<u>Melanie J. Morgan/Cynthia Segal</u>	Date:	<u></u>
Deputy Director:	<u>N/A</u> <u>Therese McMillan²</u>	Date:	<u></u>
Deputy Director:	<u>Ann Flemer³</u>	Date:	<u></u>

¹ Work Program Coordinator signature not needed where RFQ not intended to select a consultant for a particular project.

² Reviews all procurements from Planning, Finance, Programming & Allocations and Legislation & Public Affairs.

³ Reviews all procurements from all sections.